



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

NOV 05 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter 15 - Sponsorship Program

1. References.

- a. AR 600-8-8, 4 April 2006, Total Army Sponsorship Program
- b. AR 608-1, 13 March 2013, Army Community Service

2. Applicability: The provisions of this policy apply to all units assigned, attached, and operating in support of the 25th Infantry Division and the US Army Hawaii.

3. Policy.

a. Sponsorship is a commander's program that helps sponsor newly arriving Soldiers and their Families during reassignments. It improves unit cohesion, retention, morale, and readiness by decreasing distractions that hamper performance and mission accomplishment. Successful programs depend on focused leadership and commitment of highly motivated and well-trained sponsors.

b. It is my intent that every incoming Soldier and Family to the 25th ID and US Army Hawaii is sponsored prior to, as well as upon, arrival in Hawaii. Done correctly, sponsorship reduces stress on Soldiers and Families; minimizes the time Soldiers spend away from units; and ensures Soldiers and Families understand the services available in the community. Sponsors are the first impression of the unit for all incoming Soldiers and their Families, this responsibility should not be taken lightly.

c. Commanders at brigade and battalion level will designate a command sponsorship coordinator to assist them in the early identification of inbound Soldiers and overall implementation of this policy.

d. Commanders will assign one sponsor for each incoming Soldier. Commanders will make every attempt to assign sponsors who are the same sex as the incoming Soldier - especially for first term Soldiers. Additionally when possible, commanders will also take into account the marital status of Soldiers and consider assigning married sponsors to married inbound Soldiers in order to maximize Family sponsorship opportunities.

e. Serving as a sponsor for a group of Soldiers is generally prohibited, but may be allowed when there is a shortage of sponsors (for example, during unit deployments). During regular garrison activity, sponsors will sponsor only one Soldier at a time.

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f. Sponsors will:

(1) Be assigned within ten working days of receiving an electronic sponsorship request in Army Career Tracker or from the date a Soldier is identified on the units' gains roster.

(2) Contact the incoming Soldier by telephone and email within 10 days of being assigned as a Sponsor.

(3) Ensure that the inbound Soldier receives a welcome packet to include command team welcome letters and sponsor contact information.

g. Newly arriving Soldiers are not available to their units of assignment for training exercises, physical training, or other work related duties while in processing. In processing activities are mandatory and should not be superseded for any reason.

h. A Soldier will be exempt from performing sponsor duties when he or she is:

(1) Being replaced by the incoming person.

(2) Out-processing or within 60 days of a PCS.

(3) Undergoing administrative separation.

(4) Projected to be absent (i.e. Deployed/TDY/On-Leave) when the incoming Soldier is scheduled to report/in-process.

i. In the event a Soldier is unexpectedly assigned to a unit (i.e. diversion to meet strength management requirements) or a Soldier's assigned sponsor is unexpectedly unable to adequately fulfill their sponsorship responsibilities (emergency, deployment, etc), units will immediately appoint a reactionary sponsor to pick up where the Soldiers previous sponsor left off.

4. Point of contact for this memo is LTC Christopher J. Ruga at (808) 655-0114 or christopher.j.ruga.mil@mail.mil.



CHARLES A. FLYNN
Major General, USA
Senior Commander

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